

**CASE MANAGER POSITION
WIA CALGRIP/LIFT PROGRAM
CENTRO CHA INC.**

Salary (\$25,056 to \$29,232)



Centro CHA Inc. seeks a motivated individual to implement a variety of youth development support activities throughout the greater Long Beach area. The case manager is responsible for implementing the goals and objectives developed by CALGRIP Workforce Investment Act (WIA) to achieve agreed upon outcomes for a holistic approach that will link job training for current gang members, gang involved, or at-risk of gang involvement youth to career pathways in high wage/high growth industries or in an occupation with future career advancement opportunities.

EXAMPLES OF DUTIES:

- Conducts intake, program orientations, and placement sessions
- Assists in the development and implementation of Individual Services Strategy for each participant
- Coaches participants and monitors their involvement and progress in program activities (i.e., basic skills upgrade, work-readiness training, work experience), including work site visitations
- Identifies and coordinates supportive services for participants, including referrals to community-based programs
- Maintains case files to ensure participant progress is documented and compliant to applicable WIA's regulations
- Completes all required MIS paperwork and documentation related to participants' enrollment and completion of program
- Submits timely reports as requested by Program Coordinator/ or Director
- Performs other related duties as required

DESIRABLE QUALIFICATIONS:

- Education equivalent to high school graduation and at least two years of experience working with intercity at-risk youth and/or youth programs; post secondary education in applicable fields (i.e., social work, psychology, business, etc.) may be substituted for required work experience on a year-for-year basis
- Strong written, oral and interpersonal communication skills
- Computer experience, knowledge of Microsoft Office 2000 (Word, Excel, Access, PowerPoint) and e-mail
- Ability to work independently with minimal supervision and exercise sound judgment in carrying out responsibilities
- Ability to work within deadlines, manage multiple assignments and priorities within a fast paced environment
- Possess excellent work habits, ability to be flexible, work cooperatively, a desire to become an effective team member displaying a professional demeanor
- Bilingual English/Spanish proficiency highly desirable
- Possess valid California driver's license

APPLICATION PROCESS:

Interested applicants are requested to submit resumes via e-mail or mail to: (NO PHONE CALLS)
WIA CALGRIP/LIFT PROJECT Case Manager Recruitment
727 Pine Avenue
Long Beach, CA 90813
Jessica@centrocha.org

Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. **POSITION WILL BE OPEN UNTIL FILLED**

EQUAL OPPORTUNITY EMPLOYER

This information is available in an alternative format by request to the Administration Office at (562) 570-4722.